

**FRS Action Team – Records Change Protocols
Conference Call Discussion Notes – March 16, 2000**

Handouts: OIC developed and distributed the following review materials prior to the Conference Call, including (1) a detailed table of sequentially numbered (1-63) “FRS Data Elements and Business Rules;” (2) a draft paper outlining the “General Process [for] Facility Site Names Changes;” and (3) comments from Region IX on the detailed table of data elements.

Participants: Marian Cody, Bill Sonntag, & Pat Garvey, OEI/OIC; Charles Spooner, OW; Jeff Sexton, OW; John Sullivan, OEI; Mash Eslami, SDC/SAIC; Dave Levy, OSWER/OSW; James Rothwell, OIG; Bewanda Alexander, OPPTS; Ken Blumberg, R-I; Ron Decesare; Mae Dooley & Joseph Kunz, R-III; Eugene Durman, OAR; Steven Goranson, R-V; Sam Ferrel, R-IX; Leonard Fitch, OW; Lisa Jenkins; and Charles Herrick, PERI-EA.

Background: At the end of the first (3/10/2000) “Records Change” Team conference call, participants agreed to review the detailed table of FRS Data Elements and Business Rules and to identify items of concern, propose technical and/or procedural changes, and blah.

Summary of Discussions: Bill Sonntag and Marion Cody of OEI/OIC welcomed participants to the call and provided a brief summary of FRS goals and objectives. By way of background, Sonntag informed the group about recent meetings between OEI and the Environmental Council of the States (ECOS). Several states – MD, PA, MN, & WA – have expressed interest in working with the Agency to design and implement the FRS. Many states have worked hard and made substantial progress in verifying and linking facility records. Sonntag explained that the FRS philosophy is to draw upon state-developed inventories of verified records whenever possible. OEI plans to brief ECOS and interested state representatives on the FRS approach, probably next week. OEI will seek ECOS and state involvement in all FRS Action Teams.

Mr. Sonntag asked if participants had any comments or revisions to the minutes from last week’s (3/10/2000) conference call. None were offered.

Mr. Sonntag and Ms. Cody then facilitated an item-by-item discussion of the detailed table of “FRS Data Elements and Business Rules.” Participants were asked to share comments or concerns about each of the 63 data elements. The record of these conversations is contained in Appendix 1, which adopts a tabular format to summarize comments for each data element. If participants merely asked clarifying questions or expressed no comments or concerns about a particular data element, this is signified by “OK” in the corresponding comment box. To summarize the Appendix 1: Data elements 1, 2, 15, 20, 50, 51, and 58 require additional discussion and/or clarification; data elements 59-63 have yet to be discussed; and the remainder are designated as settled or “OK.” Many comment boxes also contain the letter “M,” which indicates that multiple values are appropriate.

Action Items: During the next call, the group will tie-up loose ends on the Detailed Table, and begin to review the “General Process [for] Facility Site Names Change” and the “Facility Registry System Validation and Verification Procedures.”

Next Call: The next “Records Change” Action Team conference call is scheduled for Thursday, March 23 from 1:00-2:30 p.m.

Thanks to Steve Goranson for his heroic efforts to cobble together a conference line for the group.